



**Policy:** 4500  
**Procedure:** 4500.15  
**Chapter:** Education  
**Rule:** Alternative Education

**Effective:** 09/14/06  
**Replaces:** N/A  
**Dated:** N/A

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) secure care schools use an alternative education setting to manage the placement of students who are disrupting the learning process in the classroom. Placement in Alternative Education (AE) is done to allow a student to complete assigned work from the classroom teacher in an alternative setting. AE is an alternate setting facilitated by a certified teacher in which students can complete assigned work. It is not an alternative to education.

### **Rules:**

1. A **STUDENT** displays disruptive behavior when his/her actions are of such a nature that they are causing a continued disruption in classroom proceedings. This does not include actions that are harmful to self or others which are categorized as Separation criteria.
2. The **CLASSROOM TEACHER OR OTHER AGENCY PERSONNEL** shall:
  - a. Redirect disruptive students in the classroom at least twice;
  - b. Give students a reasonable opportunity to stop disruptive behavior and engage in the education program.
3. **AGENCY PERSONNEL** shall be called to conduct a Life Space Interview (LSI) (Form 4061.01A) with a student who continues to disrupt the learning process in the classroom after redirections. If the **EMPLOYEE** determines that the LSI is successful and the student can and will maintain appropriate behavior, the **EMPLOYEE** shall permit the student to reenter the classroom.
4. A **CLASSROOM TEACHER** shall make a referral to AE after an unsuccessful LSI, for any continually disruptive student. The **CLASSROOM TEACHER OR AGENCY EMPLOYEE** shall:
  - a. Call for a security escort for the student to the AE room;
  - b. Call a 10-24 radio call if the student is disruptive, requiring an Incident Report (IR) and possible Separation.
5. The **REFERRING CLASSROOM TEACHER** shall:
  - a. Make sure an AE Referral form 4500.15A is completed; and
  - b. Give the student an amount of work that can be completed within the length of stay in AE (remainder of class period).
6. **AGENCY PERSONNEL** assigned to that teacher's classroom shall complete Form 1190.01A Incident Report (IR) on any incident that requires a 10-24 to be called.
7. The **AE TEACHER** shall allow entry into the AE classroom only for a student with an AE Referral Form and classroom work by the referring teacher.
8. **STUDENTS IN AE** shall:
  - a. Complete assigned class work while in AE;
  - b. Maintain an attentive demeanor;
  - c. Not speak to other students;
  - d. Go to Separation if:
    - i. S/he continues to be disruptive in AE; and

**Procedure No. 4500.15 Alternative Education**

**Page 2 of 2**

- ii. His/her behavior meets Separation eligibility criteria in accordance with Procedure 4061.01 Separation procedure.
- 9. A **STUDENT** shall remain in AE for the remainder of a single class period or until the student:
  - a. Completes all his/her work;
  - b. Has remained well-behaved; and
  - c. States a desire to return to the classroom
- 10. If the length of the referring teacher's class is longer than a single period, the **AE TEACHER** shall call the referring teacher for a verbal approval to return the student to his/her regular class if:
  - a. A length of time has elapsed equal to a single class period; or
  - b. The student completes all his/her work,
  - c. The student has remained well-behaved, and
  - d. The student states a desire to return to the classroom.
- 11. If a student has completed his/her work and states a desire to return to the classroom but the referring teacher does not agree with the decision to allow the student to reenter class, the **PRINCIPAL OR DESIGNEE** shall make the final decision regarding the student's return to the classroom or remaining in AE until the next period.
- 12. The **AE TEACHER** shall deliver all completed student work to the referring teacher's mailbox at the end of the day.
- 13. The **AE TEACHER** shall complete the bottom of form 4500.15A AE Referral Form and send a copy to each student's Housing Unit Manager at the end of each day.
- 14. **EDUCATION PRINCIPAL AT EACH SITE** shall:
  - a. Develop a plan to define when AE is full; and
  - b. Have a procedure in place to handle the overflow.
- 15. **NON-EDUCATION AGENCY PERSONNEL** shall not place a student in the AE classroom by circumventing this procedure without the permission of the site principal or designee.
- 16. **EDUCATION PERSONNEL** shall use the AE room as an opportunity for students to complete an assignment and get a grade for work completed while in an alternative educational setting.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
09/13/2006	Judith E. Lanphar		